

SECRET

Approved For Release 2006/11/15 : CIA-RDP75-00399R000100070115-3

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						023	
1. TITLE OF REPORT (If a fill-in report include Form No.) CAPER-#2A Status Report of Personnel Cases (Pending) #2B Status Report of Other Pending Cases						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
1--on 20th of month				1--on 20th of the month			
4--at end of month		twice each month		4--at end of the month			
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer Print-Out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 25X1 (basic policy statement)			
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
OCS OS/SR & CD		Punched Cards (SR & CD)					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER	COST EACH					
	389	.05		19.45	12		350.10
B. COSTS OF COMPUTER PRODUCED REPORTS							
PAGE	COST PER PAGE						
1 (Single Copy)	.05	.05		24			1.20
4 (Multicopy)	.03	.12		24			2.88
TOTAL COSTS PER YEAR						\$354.18	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report provides management information, highlighting the numbers of each type of case which are delayed in processing, and the processing points at which they are delayed.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.						MAN-HOURS DOLLARS 25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
1 October 1970		Security Officer/Systems Analyst					